



Loudoun County, Virginia

Department of Planning

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MEETING MINUTES

Meeting Title: Loudoun County SWMS Bridge Committee Meeting #4

Meeting Date and Time: November 27, 2006; 2-4 PM

Location: Planning Commission Conference Room,
3rd Floor, Loudoun County Government Center
1 Harrison Street, SE, Leesburg

1. DISCUSSION ITEMS:

A. Steering Committee Formation

1. There needs to be a mechanism to provide updates on watershed planning and management and the actions of the Stakeholder Steering Committee. It was recommended that specific contacts at local and regional organizations be identified and kept informed on a regular basis. Ideas for information sharing included a list-serve, newsletter, and web page.
2. The committee decided that steering committee members should serve an initial term of one year, with the opportunity to serve additional terms. Assuming the steering committee is fully formed by Feb-March 2007 that would mean the initial steering committee would see completion of the countywide planning effort being performed under the EPA grant.
3. Meeting locations will be the County Government Center.
4. Frequency of meetings: monthly
5. Meeting times: afternoon
6. A neutral third-party facilitator will need to be secured for the meetings.

2. Action Items:

1. Bruce and Kelly will update the April 2006 stakeholder invitations list and add names of other potential stakeholders.
2. Bruce and Kelly will draft a stakeholder invitation letter and circulate it (via email) to the Bridge Committee for review and comment.
3. Bruce and Kelly will follow-up on setting a location, date and time in January 2007 for reconvening the stakeholders.

3. Next Meeting

1. The Bridge Committee will not meet again until the stakeholders are reconvened in January 2007.